

## **AD 673 – Request to Bill (for IPAC Billings)**

The Intra-governmental Payment and Collection System (IPAC) is an electronic funds transfer method used by Federal Government agencies to collect payments between agencies for goods and services. To bill through IPAC use the AD Form 673, Request to Bill.

Certain processing information must be included on the AD-673. Include in the Description Block the other agency's agreement number, fund source, Common Agreement Number if for another USDA Agency, obligation document number, Agency Location Code (ALC), and the contact person and their telephone number. Contact the billed agency for their specific requirements. **Note: The billed agency can charge the bill back if the explanation is not sufficient for them to process the charge.**

Bills for DOD: When negotiating the agreement, ask the DOD contact to initiate a Trading Partnership Agreement (TPA). When the bill is issued, the TPA must be in place and referenced on the bill or we cannot bill through IPAC. If you do not have a TPA in place, you must bill the DOD agency with an SF 1080.

Distribution of the completed AD-673 is as follows:

1. Original to:  
USDA, APHIS, Billings & Collections Team  
Butler Square, 5<sup>th</sup> Floor  
100 North 6<sup>th</sup> Street  
Minneapolis, MN 55403

Fax: 612-370-2083

Mail or Fax – do not do both.

2. Copy for your records



**AD Form 673, Request To Bill****REQUEST TO BILL**

<u>PAYER</u> NAME AND ADDRESS		BILL NUMBER <b>2.</b>	DATE <b>3.</b>
<b>1.</b>		CREDIT APPROPRIATION <b>4.</b>	WORK PLAN CODE <b>5.</b>
<b>6.</b>		PERIOD COVERED FROM	TO <b>7.</b>
OBJECT CLASS <b>8.</b>	DESCRIPTION <b>9.</b>	AMOUNT <b>10.</b>	

**Bill through IPAC**  
**APHIS ALC: 12 40 3400**

Authority  
**11.**

AMOUNT TO BE BILLED		<b>12.</b>
I certify that the above charges are correct and proper.		
AGENCY <b>13.</b>	DIVISION <b>14.</b>	DATE <b>15.</b>
SIGNATURE (Administration or License Officer) <b>16.</b>		PHONE (Area code and number) <b>17.</b>

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